

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### AGENDA



### NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on **Thursday 26 September 2019** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:00pm**.

Neville Hale  
Chief Executive Officer  
20 September 2019

### MISSION STATEMENT

*"Together with the people of Tammin we will provide leadership, vision and progress to achieve sustainability and growth"*

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**9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Rod Stokes on behalf of the Tammin Bowling Club Inc.

## 11. MATTERS FOR CONSIDERATION – FINANCE

### 11.1 List of Payments for August 2019

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	16 September 2019
<b>Author:</b>	Keira Wirth
<b>Item Approved by:</b>	Chief Executive Officer – Neville Hale
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 11.1 – August Payment List Attachment Item 11.1 - Credit Card Statement 29/06/2019 – 29/07/2019

#### Background

Accounts paid for August 2019 totaling \$216,117.90 are listed below:

Cheque numbers	6736-6741	\$10,609.41
Direct debit payments	01/08/19 – 31/08/19	\$6,503.46
Licensing transfers	01/08/19 – 31/08/19	\$8,122.30
Bank fees	01/08/19 – 31/08/19	\$143.09
VISA payments	01/08/19 – 31/08/19	\$2,088.50
EFT payments	EFT3155 – EFT3244	\$149,423.71
Salaries and wages	01/08/19 – 31/08/19	\$39,227.43
<b>Total payments</b>	<b>01/08/19 – 31/08/19</b>	<b>\$216,117.90</b>

#### Comment

Nil

#### Financial Implications

Directly impacts the Shire of Tammin 2019/2020 Operating Budget

#### Policy Implications

Nil

#### Statutory Implications

*Local Government (Financial Management) Regulations 1996*

#### **11. Payment of accounts**

Ordinary Council Meeting Agenda – 26 September 2019

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
  - a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - b) Petty cash systems.
- (1) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (2) Payments made by a local government —
  - a) Subject to sub-regulation (4), are not to be made in cash; and
  - b) Are to be made in a manner which allows identification of —
    - (i) The method of payment;
    - (ii) The authority for the payment; and
    - (iii) The identity of the person who authorised the payment.
- (3) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

*[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]*

## **12. Payments from municipal fund or trust fund**

- (1) A payment may only be made from the municipal fund or the trust fund —
  - a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - b) Otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

*[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]*

## **13. Lists of accounts**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - a) The payee's name;
  - b) The amount of the payment;
  - c) The date of the payment; and
  - d) Sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - a) For each account which requires council authorisation in that month —
    - (i) The payee's name;
    - (ii) The amount of the payment; and
    - (iii) Sufficient information to identify the transaction; and
  - b) The date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —

- a) *Presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- b) *Recorded in the minutes of that meeting.*

**Strategic Plan Implications**

Nil

**Community Consultation**

Nil

**Recommendation**

That Council notes that during the month of August 2019, the Chief Executive Officer has made the following payments:

Municipal Fund payments totaling \$216,117.90 on licensing transactions, bank fees, EFT, Cheques, Visa, Direct Debit and salaries and wages payments.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

**Payment List for August 2019**

Ref	Date	Creditors Name	Description	Amount
<b>Licensing</b>				
50	02/08/2019	Department of Transport	Daily Licensing transactions	\$ 629.05
50	06/08/2019	Department of Transport	Daily Licensing transactions	\$ 1,453.05
50	07/08/2019	Department of Transport	Daily Licensing transactions	\$ 64.40
50	09/08/2019	Department of Transport	Daily Licensing transactions	\$ 206.90
50	13/08/2019	Department of Transport	Daily Licensing transactions	\$ 386.20
50	15/08/2019	Department of Transport	Daily Licensing transactions	\$ 464.10
50	19/08/2019	Department of Transport	Daily Licensing transactions	\$ 321.10
50	21/08/2019	Department of Transport	Daily Licensing transactions	\$ 1,710.85
50	23/08/2019	Department of Transport	Daily Licensing transactions	\$ 616.75
50	26/08/2019	Department of Transport	Daily Licensing transactions	\$ 89.35
50	27/08/2019	Department of Transport	Daily Licensing transactions	\$ 875.85
50	28/08/2019	Department of Transport	Daily Licensing transactions	\$ 441.65
50	29/08/2019	Department of Transport	Daily Licensing transactions	\$ 863.05
			<b>Subtotal</b>	<b>\$ 8,122.30</b>
<b>Bank Fees</b>				
50	01/08/2019	MERCHANT FEES	MERCHANT FEES	\$ 22.00
50	05/08/2019	BANK FEES	NAB TRANSACT FEE	\$ 4.90
50	26/08/2019	BANK FEES	NAB CONNECT FEE	\$ 16.99
50	30/08/2019	BANK FEES	ACCOUNT FEES	\$ 20.00
50	30/08/2019	MERCHANT FEES	MERCHANT FEES	\$ 22.00
50	30/08/2019	BANK FEES	ACCOUNT FEES	\$ 57.20
			<b>Subtotal</b>	<b>143.09</b>
<b>EFT Payments</b>				
EFT3155	01/08/2019	AMPAC Debt Recovery (WA) Pty Ltd	Debt Recovery for the month of July	\$ 246.90
EFT3156	01/08/2019	Department of Water and Environmental Regulation	Annual refuse licence fee	\$ 2,030.59
EFT3157	01/08/2019	Donald Thomson	Council meeting 25/07/2019	\$ 169.84
EFT3158	01/08/2019	Farmways Kellerberrin	3x Drums glyphosate roundup @ \$110 per drum	\$ 330.00
EFT3159	01/08/2019	Glenice Batchelor	Council Meeting 25/07/2019	\$ 150.00
EFT3160	01/08/2019	Goodfield Quality Meats	Food for Council meeting - 25 July 2019	\$ 64.00
EFT3161	01/08/2019	Great Eastern Country Zone of WALGA	WALGA Annual subscription 2019/2020	\$ 1,925.00
EFT3162	01/08/2019	J Blackwood & Son Pty Ltd	9x Toilet brush set and 1x broom handle	\$ 136.70
EFT3163	01/08/2019	Kellerberrin Medical Centre	Open claim medical check up for employee	\$ 76.30
EFT3164	01/08/2019	LGRCEU	Payroll deductions	\$ 61.50
EFT3165	01/08/2019	Meckering Primary School	Reimbursement Silent Disco Travel	\$ 66.00
EFT3166	01/08/2019	Michael Greenwood	Council meeting 25/07/2019	\$ 279.58
EFT3167	01/08/2019	Nicholas Caffell	Council meeting 25/07/2019	\$ 164.10
EFT3168	01/08/2019	OneMusic	Annual subscription - Music for Council	\$ 350.00
EFT3169	01/08/2019	Perfect Computer Solutions	Computer maintenance	\$ 680.00
EFT3170	01/08/2019	Shire of Quairading	Payment of long service leave - John Greenwood	\$ 6,831.90
EFT3171	01/08/2019	Shire of Yilgarn	Payment of Long Service Leave - Jennifer Gemund	\$ 8,688.18
EFT3172	01/08/2019	State Library of WA	Better Beginnings program	\$ 27.50
EFT3173	01/08/2019	Tania Daniels	council meeting 25/07/2019	\$ 123.88
EFT3174	01/08/2019	Telstra	Telstra Charges 05/07/2019 - 17/08/2019	\$ 1,233.94
EFT3175	01/08/2019	Tourism Council Western Australia Ltd	VCWA Non - Golden I membership renewal 2019/2020	\$ 289.00
EFT3176	01/08/2019	WA Contract Ranger Services Pty Ltd	Ranger services 08/07/2019 & 24/07/2019	\$ 467.50
EFT3177	01/08/2019	Westrac CAT	20 litres of oil for Bobcat	\$ 91.50
EFT3178	12/08/2019	Avon Valley Toyota	TN1, 110,000kms service - Friday 26th July 2019	\$ 318.19
EFT3179	12/08/2019	Avon Waste	Waste services	\$ 2,605.13
EFT3180	12/08/2019	Conplant Pty Ltd	TN 205 Amman Multitured Roller Hub	\$ 2,078.91
EFT3181	12/08/2019	Country Arts (WA) Inc	Erth's Dinosaur zoo event 25/08/2019	\$ 5,593.50
EFT3182	12/08/2019	Farmways Kellerberrin	Garden maintenance supplies	\$ 267.75
EFT3183	12/08/2019	Greenacres Turf Group	Grass for Donnan Park cricket pitch	\$ 2,779.00
EFT3184	12/08/2019	Kellerberrin Farmers Co-Operative	Council meeting 25/07 refreshments	\$ 126.85
EFT3185	12/08/2019	LGRCEU	Payroll deductions	\$ 61.50
EFT3186	12/08/2019	Officeworks	Depot and Office stationary supplies	\$ 1,393.44
EFT3187	12/08/2019	Synergy	electricity charges - Depot & street lighting	\$ 2,151.60
EFT3188	12/08/2019	Telstra	Telstra Phone charges - Office land line and internet	\$ 986.32
EFT3189	12/08/2019	WA Contract Ranger Services Pty Ltd	Rangers serves 29/07/2019 - 05/08/2019	\$ 794.75
EFT3190	12/08/2019	Wheatbelt Office and Business Machines	Copier charges for the month of July	\$ 1,394.98



EFT3191	12/08/2019	Wright Express Australia Pty Ltd (Puma)	Fuel charges for the month of July	\$ 5,938.29
EFT3192	15/08/2019	Adapt Electrical Solutions	Two fluoro light and two down lights - 14 Russell Street	\$ 475.65
EFT3193	15/08/2019	Angos Handyman Service	Maintenance at Tamma Village	\$ 100.00
EFT3194	15/08/2019	Australia Post	Postage for the month of July	\$ 305.75
EFT3195	15/08/2019	Avon Valley Glass	14 Russell street, door repairs	\$ 496.55
EFT3196	15/08/2019	F-111 Engineering Pty Ltd	multiwheel roller maintenance	\$ 8,242.99
EFT3197	15/08/2019	Kleenheat Gas	LPG Bulk - Tamma Village	\$ 79.42
EFT3198	15/08/2019	Perfect Computer Solutions	Computer maintenance	\$ 552.50
EFT3199	15/08/2019	Shire of Merredin	Annual contribution Central wheatbelt visitors centre	\$ 1,250.00
EFT3200	15/08/2019	Synergy	Electricity charges for the period 30/05/19 - 12/08/19	\$ 383.25
EFT3201	15/08/2019	Tammin Playgroup	Financial Assistance as per the 2019/20 budget	\$ 500.00
EFT3202	15/08/2019	Tammin Primary School	Financial Assistance as per the 2019/20 budget	\$ 2,000.00
EFT3203	15/08/2019	Toll Ipec	Freight charges	\$ 55.00
EFT3204	15/08/2019	Wheatbelt Motors	Repairs to Honda spray unit	\$ 234.30
EFT3205	21/08/2019	Australian Taxation Office - BAS	BAS - July 2019	\$ 9,378.00
EFT3206	21/08/2019	CWB Electrical & A/C	Repair hot water system pump at the Depot	\$ 943.75
EFT3207	21/08/2019	DKT Rural Agencies	Hydraulic struts - Pavilion, garden supplies	\$ 413.10
EFT3208	21/08/2019	Earthstyle Contracting Pty Ltd	Gravel Resheeting on Chappell-Wheeldon Road	\$ 30,141.78
EFT3209	21/08/2019	Filters Plus	TN205 - Pre cleaner filters	\$ 25.58
EFT3210	21/08/2019	Goodfield Quality Meats	Meat supplied for BBQ - Depot 16/08/2019	\$ 41.78
EFT3211	21/08/2019	Kellerberrin Pipeline Newsletter	Comedy Gold advertisement	\$ 214.00
EFT3212	21/08/2019	Kenneth Pryer	PA setup running for lights and speakers - Comedy Gold	\$ 450.00
EFT3213	21/08/2019	Kim Cook	Bond reimbursement for Town Hall (Zumba)	\$ 300.00
EFT3214	21/08/2019	LGRCEU	Payroll deductions	\$ 61.50
EFT3215	21/08/2019	Local Government Professionals Australia WA	CEO Contracted membership 2019/2020	\$ 531.00
EFT3216	21/08/2019	Lynette Garlett	Bond reimbursement Hall hire	\$ 200.00
EFT3217	21/08/2019	Merredin Community Resource Centre	Advertisement for Comedy Gold 2019	\$ 230.00
EFT3218	21/08/2019	Michael Greenwood	Reimbursement of meal cost for WALGA conference	\$ 303.51
EFT3219	21/08/2019	Pieter Coetzer	Bond reimbursement for equipment hire	\$ 150.00
EFT3220	21/08/2019	Prestige Alarms	Quarterly Payment for security System	\$ 143.00
EFT3221	21/08/2019	Promotional Exposure	Balance for Comedy Gold 2019	\$ 1,760.00
EFT3222	21/08/2019	St John Ambulance Western Australia Ltd.	First aid kit service to all fist aid kits	\$ 252.09
EFT3223	21/08/2019	Synergy	Various building electricity charges	\$ 2,388.05
EFT3224	21/08/2019	Toll Ipec	Freight charges	\$ 10.73
EFT3225	21/08/2019	WACA	Screened Bulk Wicket soil - Cricket pitch	\$ 10,920.00
EFT3226	29/08/2019	Astone Professional Painting	Unit 9 / 11 Booth Street Painting interior	\$ 3,120.00
EFT3227	29/08/2019	Department of Fire and Emergency Services	2019/20 Quarterly payment for DFES	\$ 8,339.27
EFT3228	29/08/2019	Donald Thomson	Council meeting - August 2019	\$ 124.84
EFT3229	29/08/2019	Executive Media	Spring Edition of Caravaning Australia 2019	\$ 950.00
EFT3230	29/08/2019	Filters Plus	Parts for service on Luigong Loader	\$ 313.51
EFT3231	29/08/2019	Fulton Hogan	Supply 10t of cold mix product n° 128518	\$ 2,090.00
EFT3232	29/08/2019	JR & A Hersey Pty Ltd	halogen globes for grader flash light & sunglasses	\$ 125.33
EFT3233	29/08/2019	JS Roadside Products Pty Ltd	Supply plastic guide post as per your quote dated	\$ 3,300.00
EFT3234	29/08/2019	Komatsu Australia Pty Ltd	Oil for Komatsu Grader service	\$ 2,301.04
EFT3235	29/08/2019	Michael Greenwood	Council meeting - August 2019	\$ 233.82
EFT3236	29/08/2019	Nicholas Caffell	Council meeting - August 2019	\$ 119.10
EFT3237	29/08/2019	Northam Carpet Court	Rushcutter Carpet Unit 9/11 Tamma Village	\$ 2,714.00
EFT3238	29/08/2019	Perfect Computer Solutions	Computer maintenance for the month of August	\$ 297.50
EFT3239	29/08/2019	Quairading Community Resource Centre	Full page Banksia Bulletin Comedy Gold advertisement	\$ 55.00
EFT3240	29/08/2019	Samantha Pimlott	Comedy Gold, table setting supplies - reimbursement	\$ 49.09
EFT3241	29/08/2019	St John Ambulance Western Australia Ltd.	First aid kits for Bobcat, 2TN & TN1	\$ 195.00
EFT3242	29/08/2019	State Library of WA	State Library Lost and Damaged items	\$ 220.00
EFT3243	29/08/2019	Tania Daniels	Council meeting - August 2019	\$ 123.88
EFT3244	29/08/2019	Telstra	Telstra mobile and tablet Charges - August	\$ 244.93
			<b>Subtotal</b>	<b>\$149,423.71</b>

<b>Cheque Payments</b>				
6736	15/08/2019	Cooinda Centre	Contribution towards staff wages as per 2019/20 budget	\$ 6,000.00
6737	15/08/2019	Shire of Tammin	12 Month Licensing for CATPLR 1GCX771	\$ 250.50
6739	15/08/2019	Water Corporation	Water for various locations 05/06/2019 - 13/08/2019	\$ 3,680.45
6740	21/08/2019	Shire of Tammin	Isuzu Tip truck 1GDG275	\$ 386.10
6741	21/08/2019	Water Corporation	Water usage, various building	\$ 292.36
			<b>Subtotal</b>	<b>\$ 10,609.41</b>
<b>Direct Debit</b>				
DD1276.1	06/08/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 2,970.47
DD1276.2	06/08/2019	Australian Super	Superannuation contributions	\$ 95.64
DD1285.1	20/08/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,172.71
DD1285.2	20/08/2019	Australian Super	Superannuation contributions	\$ 95.64
DD1287.1	20/08/2019	Messages on Hold	Interactive Voice Recordings from	\$ 169.00
			<b>Subtotal</b>	<b>\$ 6,503.46</b>
<b>NAB Visa Payment</b>				
DD1274.1	05/08/2019	NAB Business Visa	Visa card transactions from 29 June 2019 to 29 July 2019	\$ 2,088.50
			<b>Subtotal</b>	<b>\$ 2,088.50</b>
<b>Salaries &amp; Wages</b>				
	6/08/2019	Shire of Tammin	Salary & Wages	\$ 19,304.43
	20/08/2019	Shire of Tammin	Salary & Wages	\$ 19,923.00
			<b>Subtotal</b>	<b>\$ 39,227.43</b>
Total paid Municipal Account for the month of August				<b>\$216,117.90</b>

## 11.2 Financial Management Report for the month of August 2019

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	16 September 2019
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Chief Executive Officer – Neville Hale
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 11.2 - August 2019 Monthly Financial Report

### Background

Enclosed is the Monthly Financial Report for the month of August 2019.

### Financial Implications

Financial Management of 2019/2020

### Statutory Implications

#### ***Local Government (Financial Management) Regulations 1996***

#### ***34. Financial activity statement report — s. 6.4***

*(1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

*(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*

- a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- b) budget estimates to the end of the month to which the statement relates;*
- c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- e) the net current assets at the end of the month to which the statement relates.*

*(2) Each statement of financial activity is to be accompanied by documents containing —*

- a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- b) an explanation of each of the material variances referred to in sub regulation (1)(d); and*

c) *such other supporting information as is considered relevant by the local government.*

(3) *The information in a statement of financial activity December be shown —*

a) *according to nature and type classification; or*

b) *by program; or*

c) *by business unit.*

(4) *A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —*

a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*

b) *recorded in the minutes of the meeting at which it is presented.*

*Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

#### **Comment**

Nil

#### **Policy Implications**

Council resolved that in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* a variance percentage of 10% or \$10,000, whichever is greater, be adopted for reporting material variances.

#### **Strategic Plan Implications**

Nil

#### **Community Consultation**

Nil

#### **Recommendation**

That Council adopt the Financial Report for the period ending 31 August 2019 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

### 11.3 Corporate Business Plan Quarterly Report

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Date:</b>	16 September 2019
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.3 - Corporate Business Plan Report 2018-2022 - updated Sept 2019

#### Proposal/Summary

To receive the Corporate Business Plan Report as attached.

#### Background

All local governments are currently required to produce a plan for the future under Sec. 5.56 (1) of the *Local Government Act 1995*.

Regulations made under the Act outline the minimum requirements of a plan for the future namely:-

- A **Strategic Community Plan** to cover a period of at least 10 financial years.
- A **Corporate Business Plan** to cover a period of at least 4 financial years.

On the 25 October 2018, Council adopted the Corporate Business Plan. Staff review the attached report each quarter to see how the Shire is tracking.

#### Comment

The spreadsheet identifies the strategies and actions for each Community Strategic Plan objective and the year/s of implementation for the four-year life of the Corporate Business Plan.

<b>Red means:</b>	No Budget, No Schedule, No Resource or No Project Standing
<b>Yellow means:</b>	Minimal Budget, Not on Schedule, Minimal Resource, and average overall Project Standing
<b>Green Means:</b>	Adequate Budget, On Schedule, Enough Resource and good overall Project Standing

On review of the strategic directions, it was noted that the Shire is achieving good overall results. A few areas which need attention are:

1. The Shire has a large capital works program for 2019/20. These projects are underway and will be completed by 30 June 2020. Some of these projects include the beautification of the Main Street (pot

plants, tourist information bay), improvements to walkways in public areas and upgrades to footpaths around the townsite.

2. The Town Dam structure needs to be reviewed for efficiency and improvements to reduce the expense of water used on the Town Oval when the water from the dam has run out. Council did install a new pump, foot valve and pontoon during the 2018/19 FY.
3. Community Development Officer to improve signage in townsite, showing directions to tourist's attractions such as Hunts Well, Yorkrakine Rock & Gardner Reserve. Tammin Tourist brochure to be created and published prior to the end of the FY as we don't currently have one.
4. Apply for grant funding to purchase solar for the Administration Office, new benches in the Memorial Park, seating and netball/basketball rings at Donnan Park & renovations to pavilion. Provide support to the Tammin Golf Club to submit grant for improvements to Golf House. Waiting to receive quotes from the committee to support the grant application.
5. CDO to develop a survey for the community to comment regarding improvements to the Council recreation facilities.
6. Organise Thank a Volunteer Day to thank community members who volunteer their time.
7. Continue to advertise expression of interest for subsidised seedlings, fencing and pest control. The Shire has received minimal interest from farmers and funds which weren't expensed in 18/19, were hoping to expense in 19/20. CDO to contact Shire of Quairading NRMO, Dylan Copeland for an update.
8. LTFP to be reviewed by staff now the 2019/20 budget has been adopted by Council.

### **Consultation**

Staff

### **Statutory Implications**

*Local Government (Administration) Regulations 1996*

#### **19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*  
*\*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

**Policy Implications**

Nil

**Financial Implications**

2019/20 Adopted Budget

**Strategic Implications**

***Shire of Tammin Community Strategic Plan 2017-2027.***

**Civic Leadership Strategies**

**Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.**

The following outcomes and strategies have been identified to achieve this vision.

**Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values**

**Outcome 6.2 An efficient and effective organisation**

**Recommendation**

That Council receives and endorses the Corporate Business Plan Report for September 2019.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple majority

Carried/Lost: \_\_/ \_\_

#### 11.4 Self Supporting Loan – Tammin Bowling Club Inc.

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Tammin Bowling Club Inc.
<b>Date:</b>	18 September 2019
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	None
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.3 - Bowling Club July 2019 Financial Report Attachment Item 11.3 - Letter from Rodney Stokes, Shire President

#### Proposal/Summary

For Council to consider approval of a self – supporting loan for the Tammin Bowling Club Inc. to fund replacement of damaged bowling green surface.

#### Background

The Tammin Bowling Club is a separate legal entity that operates on land leased from the Shire. Over the past 12 months the bowling greens have sustained considerable damage as a result of birds (corellas) attacking specific areas on the greens resulting in a surface that is not conducive to normal play.

Neither the Bowling Club nor the Shire has insurance coverage for this specific event.

The Bowling Club has indicated that the cost of replacement will be in the order of \$120,000 and to meet this cost is seeking to approval for use of the \$50,000 currently held in the Shire’s Bowling Green Replacement Reserve together with a self-supporting Loan of \$70,000.

In support of the application, the Tammin Bowling Club has provided a covering letter and a copy of its minuted decision to support the request together with a Statement of Income and Expenditure supported by a Bank Reconciliation.

#### Comments

The Tammin Bowling Club currently contributes \$12,000 per annum to the Reserve held by the Shire for the replacement of the bowling surface. This arrangement has been in place for four years.

The proposed self-supporting loan of \$70,000, for a term of five (5) years, interest rate of 1.2% p.a. (semi annual compounding) plus 0.7% Guarantee Fee will require loan payments of \$14,466.14 plus a Guarantee Fee of \$228.78 p.a. reducing to \$8.96 over the life of the loan.



A review of the Club's financial statement shows that for the 2018/19 Financial Year the Club incurred a loss of \$14,922.12 (\$61,812.79 - \$76,734.91) on a straight cash basis. This loss included a one off expense of \$15,445.24 for urgent building maintenance and repairs and payment of \$12,000 to the Shire held Bowling Green Replacement Reserve. Adjusting for these two payments would result in a surplus of \$12,523.12 for the 2018/19 financial year. The Club holds cash of \$47,551.11 as at 31 July 2019.

From the above, one can see that the Club has a marginal capacity to fund its current commitment to set aside \$12,000 p.a. to the Reserve. The additional cost of approx \$3,000 p.a. to service the proposed loan (\$14,466.12 +) would require a reduction in expenditures or increased revenue. It is noted that the Club has lodged an expression of interest for a grant to install solar panels with a view to reducing its power costs of \$7,500 p.a. This would be most helpful to improve its capacity to service the proposed loan. Furthermore, the Club will be undertaking a community cropping program that is expected to generate \$15,000 or more to meet any shortfall within the five year loan period.

The Tammin Bowling Club Inc is an important community facility providing an essential meeting place that should be supported for both recreation requirements and community wellbeing.

### **Consultation**

WA Treasury Corporation

### **Statutory Implications**

Local Government Act 1995 – s6.20 Power to borrow

(2) where, in any financial year, a local government proposes to exercise a power under subsection (1) (power to borrow) and details of that proposal have not been included in the annual budget for that financial year –

(a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and

(b) the resolution to exercise that power is to be by absolute majority.

### **Policy Implications**

#### **Council Policy 3.5 – Self Supporting Loans**

#### ***POLICY STATEMENT***

1. *A request to Council to raise a self-supporting loan will be considered only from community or not for profit organisations.*

#### ***APPLICATION***

2. *Each request will be considered on its merits, and the organisation may be asked to provide guarantors or other acceptable security.*

3. *In the event of Council agreeing to make funds available on a self-supporting basis, Council reserves the right to control and/or to carry out any of the following –*

*a) the preparation of plans and specifications for the proposed work,*

*b) the calling of tenders for the proposed work,*

- c) *the preparation of the contract documents,*
- d) *the letting of the contract,*
- e) *sole supervision of the project,*
- f) *sole authorisation of expenditure of funds for the project.*

**OBJECTIVE**

*To set the circumstances in which a request for a self-supporting loan would be considered*

**Financial Implications**

Notwithstanding that the Self Supporting Loan will be serviced by the Club, it should be noted that in the event of any default, the Shire would assume responsibility for the debt which will be shown as a contingent liability and reflected in the Shire’s Financial Statements.

The Shire, as at 1 July 2019 had outstanding loan obligations of \$270,658 and held Reserves of \$892,940 in its Tammin Sports, Recreation & Community Facilities Upgrades and improvements Reserve of which \$116,100 has been committed in its 2019/20 Budget leaving a net of \$806,806 including interest earned.

The Bowling Green Replacement Reserve holds \$24,961 but there is a further \$24,000 yet to be transferred from the Municipal Account.

**Strategic Implications**

Social /Community Strategies

Grow and sustain the population through planned provision of services. Maintain the sense of community, which is inclusive and welcoming for all.

Outcome 1.1 A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency

**Recommendation**

That Council:

1. Agree to provide the Tammin Bowling Club Inc. with a self-supporting loan facility of \$70,000 through the Treasury Corporation at 1.2% p.a. (approximately) over a term of five (5) years;
2. In accordance with the requirements of s6.20(2) of the Local Government Act, 1995 give one (1) months public notice of the Shire’s intention to borrow prior to the draw-down of funds: and,
3. Authorise the President and Chief Executive Officer to affix the common seal to execute the required loan documentation.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

## 12. MATTERS FOR CONSIDERATION – ADMINISTRATION

### 12.1 WALGA State Council and Zone Structure Process Review

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	WA Local Government Association
<b>Date:</b>	13 September 2019
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	OLGOV 01
<b>Attachment/s:</b>	Attachment Item 12.1 - State Council and Zone Structure and Process Working Group Final Report Attachment Item 12.1 - Email from Tony Brown

#### Proposal/Summary

For Council to comment on the recommendations contained within the State Council's Working Group Final Report.

#### Background

In the attached "Final Report" the following background is provided:

*"State Council, at its 27 March 2019 meeting, endorsed a recommendation of the Executive Committee to establish a working group to develop options to revise State Council's structure. At the State Council Blue Sky workshop held in June 2018 there was discussion relating to WALGA's structure and it was suggested that a preferred model should be developed for sector consultation.*

*Reviews of State Council's structure and processes were undertaken in 2011 and 2015. These reviews endorsed the current structure of State Council, but led to some modifications relating to process.*

*Specifically, there were two key outcomes from the 2015 review:*

*1. Formation of the Executive Committee – expanded the remit of the previous Finance and Services Committee to include enhanced responsibility for policy matters including interim submissions, as well as explicit responsibility for undertaking the Chief Executive Officer performance review.*

*2. Emerging Issues – Streamlining of emerging issues process, which has led to 15 emerging issues being considered at the last 12 State Council meetings since December 2016.*

*To facilitate the review, State Council formed a working group with well-defined terms of reference." .....*

*The working group has been charged by State Council with making recommendations to State Council for an alternative structural governance model for WALGA. In addition, the working group may consider making recommendations that would enhance the effectiveness of WALGA's governance processes for the benefit of members and the organisation."*

### **Comments**

The attached Final Report provides detail on the various recommendations of the Working Group. Comment provided in the email from Tony Brown, notes that four of the recommendations have been endorsed by State Council for immediate implementation. (See attached email).

Council's consideration and feedback is being sought on the remaining recommendations which relate to:

- composition of State Council;
- continuing role of Deputy State Councillors;
- no term limits for State Councillors;
- Member Advisor program,
- services to Zones; and,
- the State Council Agenda, including cessation of the production of printed copies.

Feedback is required by Friday, 25 October 2019.

In arriving at its recommendations, the Working Group also considered the following:

#### **State Councillor Profile and Role**

The Working Group discussed the role, profile, remuneration, expectations and possibility of term limits for State Councillors.

#### **Two Tier Structure**

The Working Group also discussed options for implementing a two-tier governance structure. Such a model would involve State Council retaining responsibility for policy and strategic planning, with a board or executive committee with delegated responsibility for the business and finances of WALGA.

#### **Zones**

The Working Group discussed the Zone structure and how WALGA supports the Zones. The Working Group endorsed the principle that Zones are self-governing and autonomous.

#### **Regional Capitals Alliance Submission**

The Regional Capitals Alliance made a submission to the Working Group proposing that State Council be comprised of ten members appointed from groupings of Local Governments based on the Salaries and Allowances Tribunal bands.

The Working Group thanked the Regional Capitals Alliance for their submission, but decided against progressing with the Alliance's suggestions.

#### **State Council Composition**

The Working Group endorsed the existing composition of State Council, including the method of election from Zones.

Working Group - Final Recommendations

Refer to the Schedule of Recommendations on page 36 of the Attached Report.

**Consultation**

Being sought by WALGA

**Statutory Implications**

N/A

**Policy Implications**

N/A

**Financial Implications**

N/A

**Strategic Implications**

Relates to the good governance of the WA Local Government Association and the level and quality of service provided to local government members and their respective councils.

**Recommendation**

For Council to make comment on the recommendations put forward by the State Council Working Group - Structure and Process Review

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

## 12.2 Councillor Vacancy - Extraordinary Election

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	17 September 2019
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM41
<b>Attachment/s:</b>	Attachment Item 12.2 - 2019 Extraordinary election timetable

### Proposal/Summary

For Council to set a day for the extraordinary election required to fill two Council vacancies.

### Background

Following the close of nominations on 12 September 2019 for the 19 October 2019 Ordinary Election, there were two less candidates than vacancies. In accordance with s4.57(2)(b) of the *Local Government Act, 1995 (the Act)* an extraordinary election is to be held to fill the remaining vacancies.

Accordingly, Council is now requested, in accordance with s4.9(1)(b) of the *Act*, to fix a day for the holding of the extraordinary election.

### Comments

The *Act* requires Council, within one month after the vacancy occurs, to set a day for the extraordinary meeting.

The Election Day should be such that it allows enough time for the electoral requirements to be complied with but, unless otherwise approved by the Electoral Commissioner, it cannot be later than 4 months after the vacancy occurs (i.e. 13<sup>th</sup> January 2020).

An Election Timetable showing key dates is attached for Council's information.

### Consultation

WA Electoral Commission  
Department of Local Government, Sport and Cultural Industries

### Statutory Implications

Local Government Act 1995

#### ***4.57. Less candidates than vacancies***

Ordinary Council Meeting Agenda – 26 September 2019

*(1) If, at the close of nominations, there are no candidates for the office or offices to be filled at the election, an extraordinary election is to be held to fill the office or offices as if it or they had become vacant on the day after the close of nominations.*

*(2) If, at the close of nominations, the number of candidates is less than the number of offices to be filled at the election —*

*(a) the candidate or candidates is or are elected; and*

*(b) an extraordinary election is to be held to fill the remaining office or offices as if it or they had become vacant on the day after the close of nominations.*

*(3) If, at the close of nominations for an extraordinary election required under subsection (1) or (2) there are no candidates or the number of candidates is less than the number of offices to be filled at the election, the council may appoint\* to any unfilled office a person who would be eligible to be a candidate for election to the office and who is willing to accept the appointment.*

*\* Absolute majority required.*

*(4) A person appointed under subsection (3) is to be regarded as having been elected.*

#### **4.9. Election day for extraordinary election**

*(1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —*

*(a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or*

*(b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).*

*(2) The Election Day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.*

*(3) If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —*

*(a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and*

*(b) advise the CEO of the day fixed.*

#### **4.37. New roll for each election**

*(1) An electoral roll is to be prepared for the election.*

*(2) If the district is not divided into wards the same electoral roll can be used for the election of an elector mayor or president and the election of a councillor or councillors.*

*(3) A new electoral roll need not be prepared for the election if —*

*(a) it is an extraordinary election the election day for which is less than 100 days after the election day for another election; and*

*(b) the CEO, with the approval of the Electoral Commissioner, decides that the roll that was used for the earlier election is suitable for use at the extraordinary election.*

#### **Policy Implications**

Nil

#### **Financial Implications**

The holding of an extraordinary election is likely to cost in the order of \$3,500 for advertising and staffing of polling booths if required.

A provision for this cost is included in the 2019/20 Budget.

**Strategic Implications**

**Governance: Strengthen Shire Leadership**

Our Vision

- We will provide leadership and make informed decisions for the benefit of the community.
- We will provide good governance to ensure our local area is sustainable and advocate and lobby on behalf of our community for the provision of services and infrastructure.
- We will work in partnership with our community and support our community as leaders.

**Recommendation**

That Council, to fill the vacancy resulting from there being less candidates than vacancies at the close of nominations for the 19 October 2019 Ordinary Election, fix the day for the extraordinary election to be 14 December 2019.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_



### 12.3 Wheatbelt Secondary Freight Network Program – formalisation of commitment

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Wheatbelt Secondary Freight Network Steering Committee
<b>Date:</b>	18 September 2019
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 12.3 - WSFN Governance Plan Final Attachment Item 12.3 - WSFN MCA Methodology - for LGs 2 Attachment Item 12.3 - WSFN Program Delivery Plan - for LGs

#### **Summary**

It is requested by the Wheatbelt Secondary Freight Network Steering Committee that the associated 42 Local Governments formalise their commitment to WSFN Program, via a formal resolution of Council, so as to be eligible for future funding and project consideration.

#### **Background & Comment**

42 Local Governments of the Wheatbelt region have worked collaboratively for over 4 years to secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. The Wheatbelt Secondary Freight Network (WSFN) Program has successfully been allocated \$70 million of Federal funding (ROSI) and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

Attached is Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and Local Governments. The PGP will provide a framework and guidelines for all members of the WSFN Program to operate within. The PGP will be used to communicate to all stakeholders how the program will be governed. This PGP should be read in conjunction with the attached Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

Now that the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 Local Governments formalise their commitment to WSFN Program, to be eligible for future funding and project consideration. It is requested by the WSFN Steering committee that this

formal commitment from all 42 Councils be via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis Methodology.

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program formalising the ongoing commitment to the program.

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A prioritisation of the Wheatbelt Secondary Freight Network routes will via a multi-criteria analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

On-ground works for the WSNF program are expected to commence in financial year 2020/21 and be staged over a 3 to 5 year period depending upon Federal Government stipulations.

For the year 2019/20 the WSNF have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes. These will be \$1 million dollars each and have been identified for the following Shires:

- Wheatbelt North
  - Shire of Victoria Plains
  - Lancelin to Meckering Route
  - Mogumber - Yarawindah Road
  - Project value \$1M
- Wheatbelt South
  - Shire of Quairading
  - Cunderdin to Kweda Route

- Cunderdin - Quairading Road
- Project Value \$1M

### **Statutory Environment**

Local Government Act 1995

### **Policy Implications**

Nil

### **Financial Implications**

Local Governments with projects approved over the course of the WSFN program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

### **Community Consultation**

Nil

### **Workforce Implications**

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
  - Scope
  - Budget
  - Methodology
  - Delivery
- WSFN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate into Council Budgets Annually.

Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

**Recommendation**

That Council:

1. Formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.
2. Receive the following WSFN Program documents which outline how the WSFN Steering Committee propose to administer the WSFN Program:
  - Program Governance Plan
  - Program Delivery Plan
  - Multi Criteria Analysis Methodology.
3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSFN Steering Committee to make decisions in accordance with in the Program Governance Plan.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

**13. MATTERS FOR CONSIDERATION – BUILDING & HEALTH**

Nil

**14. MATTERS FOR CONSIDERATION – TOWN PLANNING**

Nil

**15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**16. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S'5.23)**

Nil

**17. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at \_\_\_\_pm.